

**MERIT PLACEMENT PLAN
FOR
EXCEPTED AND COMPETITIVE TECHNICIANS
OKLAHOMA NATIONAL GUARD**

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CHAPTER 1

GENERAL PROVISIONS

1-1. **PURPOSE.** The purpose of this regulation is to establish the policies and procedures for merit promotion and internal placement of excepted and competitive positions authorized in the Oklahoma Army and Air National Guard. Additionally, it is to implement the procedures set forth in the National Guard Bureau Technician Personnel Regulation (TPR) 335. Users are invited to submit comments and recommendations for improvement to this Department, ATTN: OKHRO.

1-2. **POLICY.** It is the policy of the Adjutant General of Oklahoma to fill all excepted and competitive service technician positions based on merit and job related factors with the best qualified candidates, and to assure that all technicians are provided equal opportunity to apply and compete for advancement. All merit placement actions will be made without regard to political affiliation or nonaffiliation, age or nondistinctive physical handicap (except for military requirements for excepted technicians), and will utilize the technician's knowledge, skills, and abilities to the fullest practical extent when filling position vacancies.

1-3. **SCOPE.** This plan encompasses all technician positions in the Oklahoma Army and Air National Guard, unless there are exceptions made by a collective bargaining agreement between the Adjutant General of Oklahoma and a labor organization granted exclusive recognition. This plan will be used in filling positions in the excepted and competitive service through initial appointment, promotion, reassignment, reinstatement, demotion, repromotion, and transfer.

1-4. **DEFINITIONS.** Listed below are definitions used throughout this publication to provide clarity to this plan:

a. **Excepted Service Technician.** An excepted service technician employed by the Oklahoma Military Department is a federal employee who, under the provisions of Section 709 (b), Title 32, United States Code, is required to be a member of the Army or Air National Guard as a condition of employment. The technician must hold the grade of officer, warrant officer or enlisted, and in a compatible SSI/MOS/AFSC as specified in the compatibility criteria published by the National Guard Bureau for each excepted service position.

b. **Non-Dual Status Technician.** A competitive service technician employed by the Oklahoma Military Department is a federal employee employed under the provisions of Section 709, Title 32 United States Code, and is **not** required to be a member of the Oklahoma Army or Air National Guard as a condition of employment. As a general rule, such a technician acquires competitive status via the Office of Personnel Management (OPM) prescribed system which may include examination and /or service of specified periods of time in career conditional and/or career appointments.

c. **Area of Consideration.** The area of consideration is the area in which an agency makes an intensive search for eligible candidates in a specific placement action. The minimum area of consideration is the area designated by the placement plan in which the agency should reasonably expect to locate enough high quality candidates, as determined by the agency, to fill vacancies in the positions covered by the plan.

d. **Selective Placement Factors.** Selective placement factors are the knowledge, skills and abilities, or the personal characteristics that are absolutely essential to successful performance in the position to be filled. When selective placement factors are used they become part of the basic eligibility requirements for the position and will appear on the vacancy announcement. The use of selective placement factors requires written justification which will be submitted with the SF 52-B, "Request for Personnel Action", and will become part of the merit placement record.

e. **Subject Matter Specialist.** When there are more than ten qualified applicants for an announced position, a subject matter specialist will be requested. This specialist will be a person who occupies a higher grade than that of the position to be filled, and must be fully qualified in the occupational code or area of operations in which the vacancy exists. The specialist is responsible for determining the 10 best-qualified applicants based upon the critical knowledge, skills, and abilities of the position.

f. **Priority Placement Roster.** A priority placement roster will be maintained by the Human Resources Office for all overgraded technicians entitled to grade retention as a result of reduction in force, reclassification, or management- directed change-to-lower grade. These technicians will be afforded priority placement in vacant positions for which they meet the full technician and military qualifications for a period not to exceed 2 years from the effective date of the personnel action that caused them to be eligible for priority placement.

1-5. **RESPONSIBILITIES.**

a. The Adjutant General is the appointing authority for the Oklahoma National Guard technician program, and is the highest level of authority in the state concerning the overall application of this merit placement plan.

b. The Adjutant General has further delegated the appointment authority to the Human Resources Officer (HRO) who is responsible to the Adjutant General in insuring that the requirements of this merit placement plan are carried out. The HRO will:

(1) Develop, maintain, evaluate and revise the program as necessary.

(2) Assure that candidates are properly evaluated and certified for placement.

(3) Maintain the necessary records required to reconstruct the promotion action to include documentation how each candidate's application was evaluated.

(4) Ensure each individuals' rights to privacy are protected by releasing pertinent documents and information to officials in the chain of command for the position affected.

c. Managers and supervisors will:

(1) Assure that technicians under their supervision are aware of this plan.

(2) Assure that actions affected within their area of responsibility are based on merit without discrimination.

(3) Encourage technicians under their supervision to participate in developmental opportunities, and to apply for positions for which qualified.

(4) Recommend changes to this plan to the HRO.

(5) Assure that technicians under their supervision who are absent (military duty, service schools, compensable injury which does not exceed 1 year, etc.) are considered for positions for which qualified.

d. Individual technicians are responsible for:

(1) Pursuing developmental opportunities in preparing to assume higher level duties.

(2) Familiarizing themselves with the provisions of this plan.

(3) Assuring that applications/resumes contain accurate and current information concerning qualifications and self-development activities.

(4) Arranging with their supervisors to submit applications for vacancies when temporarily absent from their jobs.

1-6. **MANAGEMENT'S RIGHTS.** Recognizing that it is essential to the accomplishment of the Oklahoma National Guard mission that technician positions be filled with the best qualified individuals available, management retains the right to select or not select from among a group of properly certified candidates for promotion; or from any other appropriate source most likely to best meet the mission objectives of the Oklahoma National Guard.

CHAPTER 2

EXCEPTIONS TO COMPETITION

2-1. ACTIONS EXEMPT FROM COMPETITION.

a. A promotion resulting from the upgrading of a position without significant change in the duties and responsibilities due to issuance of a new classification standard, or the correction of a classification error.

b. A promotion resulting from a technician's position being classified at a higher grade because of additional duties and responsibilities.

c. Placement of overgraded technicians entitled to grade retention as a result of RIF, reclassification, transfer of function or management directed change to lower grade.

d. Promotion when competition was held earlier (i.e., position advertised with known promotion potential).

e. Repromotion to a grade or an intervening grade or position from which a technician was demoted without personal cause and not at his/her request.

f. Promotion resulting from a technicians position being reclassified at a higher grade because of additional duties and responsibilities.

g. Position change (reassignment) to a position having no higher promotion potential.

h. A position change permitted by reduction-in-force regulations.

i. A temporary promotion, or detail to a higher grade position or a position with known promotion potential, of 120 days or less.

j. Selection of a former technician from the Reemployment Priority List for a position at the same or lower grade than the one last held.

k. Technicians have 5 years from the date they left their technician position to enter active duty to restore to the technician program.

l. Placement as a result of priority consideration when a candidate was not previously given proper consideration in a competitive action.

2-2. PLACEMENT PLAN FOR TECHNICIANS ENTITLED TO GRADE RETENTION:

a. **Coverage.** The provisions of this plan apply to technicians entitled to grade retention under Section 5362 of Title 5, United States Code. These procedures do not apply to technicians entitled to pay retention only. The Civil Service Reform Act of 1978 provides for grade retention for 2 years for technicians who are demoted through no fault of their own as the result of reclassification of their positions, reduction-in-force or transfer of function provided they had held one or more positions at a grade or grades higher than the new position for at least 52 weeks.

b. **Policy.** It is the policy of DOD, NGB and the Adjutant General of the State of Oklahoma, to provide aggressive priority placement assistance to those technicians in grade retention status.

c. **Placement Actions.**

(1) Separate retained grade rosters (Priority Placement List) will be maintained by the HRO for ARNG and ANG technicians who are placed in lower graded positions as the result of reduction-in-force, reclassification, or transfer of function actions. Those technicians will be given priority placement to equal or intervening grade positions for which they meet the full technician and military qualifications. Such priority placement efforts will precede normal vacancy publication actions under this Merit Placement Plan. Upon receipt of a request to publish a vacancy announcement, the HRO will:

(a) Review the Priority Placement List, and determine if qualified technicians from that list are available within the commuting area. If none are available, the position will be released for advertisement.

(b) If there are qualified technician(s) within the commuting area, an offer in the form of a certificate of eligibles will be forwarded to the supervisor of the vacant position for selection. If the supervisor does not find the technician qualified, he/she must submit a memorandum stating specific reasons why the technician does not possess the knowledge, skills and abilities for the position.

(c) If there is not any qualified technicians within the commuting area, offers may be made to qualified technicians outside the commuting area. No offers outside the commuting area will be made to intervening grade positions.

(2) Grade and pay retention will be terminated if a technician refuses an offer to a position within the commuting area equal to the technician's retained grade. Acceptance or declination of a position at an intervening grade, or outside of the technician's commuting area will not affect grade retention.

2-3. **KEY STAFF POSITIONS**

See Chapter 10

CHAPTER 3

POSITION ANNOUNCEMENT AND APPLICATION PROCEDURES

3-1. **REQUEST FOR FILLING VACANCIES.** When requesting a position be filled, the selecting official will submit a SF 52-B, Request for Personnel Action, through normal channels, to the HRO (See Annex A for example). **MANDATORY** information on the SF 52-B is:

- a. Position title, position description number, grade, location,
- b. Type of appointment (excepted or competitive). Position will not be announced for both types of appointments
- c. Military grade available officer (01 to 06), Warrant officer (W1 to W5), Enlisted (E1 to E9). based upon compatible vacancies in TDA, MTOE, or UMD. Situations of military or technician grade inversion are not permitted; i.e., a technician is subordinate to an individual in technician status but senior to him/her in a military status.
- d. Recommended area of consideration sufficiently broad enough to ensure the availability of high quality candidates, taking into account the nature and level of the positions covered. .
- e. Recommended selective placement factors. If selective placement factors are used, full justification must be submitted. (See para 1-4d).
- f. Name and title of Nominating Official. (Nominating authority should be delegated to the lowest level of supervision consistent with good management practices.) This will be the person that will conduct the job interviews from the certificate.
- g. Position sensitivity (level of security clearance required).
- h. Pre-employment screening statement, if applicable.
- i. Statement concerning Combat Probably Code, if appropriate for compatible assignment.

3-2. **POSITION MANAGEMENT.** Prior to approving a request for a vacancy announcement, the HRO will:

- a. Conduct a position control review to insure that the position is vacant, or has a projected vacancy date, and that the minimum mandatory information from para 3-1 is present.

b. The HRO will also review the request to ensure there is no known classification action pending.

c. The SF 52-B has the proper authorizing signatures and has gone through proper technician supervisory channels. (For surface maintenance positions, the SF 52-B will be routed through OKMO).

d. Employment authorizations (funding) will not be exceeded at time of selection.

e. The current position description accurately reflects the duties of the position, and the qualifications are valid.

f. Accomplish the actions required for technicians entitled to grade retention (see para 2-3) to assure that placement assistance is given to technicians so affected. These technicians will be afforded priority placement to equal or intervening graded positions for which they meet the full technician and military qualifications prior to releasing the position for announcement.

3-3. **VACANCY ANNOUNCEMENT.** When a position is not going to be filled by exception to competition (See chapter 2), the vacancy will be announced. As a minimum, the vacancy announcement will contain the mandatory information as outlined in paragraph 3-1, the opening and closing dates, how to apply, and the equal employment opportunity statement.

3-4. **POSTING OF ANNOUNCEMENTS.** Vacancies will be announced for a minimum of 10 days to ensure interested persons are aware of the vacancy. Announcements will be posted conspicuously throughout the area of consideration in those areas most accessible to all members of the Oklahoma National Guard.

3-5. **AREAS OF CONSIDERATION.** The area of consideration for each specific position vacancy announcement will be that deemed most appropriate by the Nominating Official to insure the receipt of sufficient qualified candidates. The type of position, availability of candidates, position qualification, budgetary limitations, and compatibility requirements are additional factors which may be used in determining the area of consideration. Management may expand the area of consideration for a particular placement action when it has been determined that the initial area did not produce a sufficient number of qualified candidates. The following are the standard areas of consideration which may be used for actions covered by this plan. Areas of consideration may be used selectively, or in the combinations necessary to develop an adequate listing of qualified and available candidates for the position. Examples include:

- a. All excepted technicians employed at the (list Installation, organization, functional area, etc.).
- b. All excepted technicians in the Oklahoma Army National Guard or all excepted technicians in the Oklahoma Air National Guard.
- c. All members of the Oklahoma National Guard.
- d. Personnel eligible for membership in the Oklahoma National Guard.
- e. All competitive technicians of the Oklahoma National Guard.

NOTE: A combination of excepted and competitive area of consideration will not be made on the same announcement.

3-6. **USE OF UNDERSTUDY/IDENTICAL ADDITIONAL POSITIONS.**

a. **Understudy Positions.** An understudy position is defined as a temporary position designed to provide program continuity when it becomes necessary to provide a transitional period for a technician who has been selected for a key managerial position. When using this authority, management may select, through merit placement procedures, a fully qualified individual who will understudy (learn program nuances, personal contacts, etc.) the current incumbent for a period not to exceed 120 days prior to his or her established departure date. When implementing this authority, the following procedures are to be used:

- (1) Obtain overhire authority from the appropriate manpower office (ARNG or ANG).
- (2) Prepare a statement of differences for one grade under the full grade of the position to be filled. Approval for the statement of differences comes from the HRO. The grade controlling duties, i.e., major program issues and final decision making authority, cannot be shared between the principal and the understudy.
- (3) The understudy position will be filled using the merit procedures outlined in this plan. The statement "Understudy Position" will be placed in the position block on the vacancy announcement. The person selected must meet the full qualifications of the target position.

b. **Identical Additional (IA) Positions.** IA refers to a position which suitably describes identical work being performed by more than one person for a period not to exceed 60 days. The following procedures will be used to fill an IA position:

(1) Obtain IA authority from the HRO prior to advertising the position.

(2) IA positions must be identical to those on the existing manning document, and will be funded through existing manpower authorizations.

(3) When a position is not authorized for the type of services needed, or an additional position is needed for a period of time beyond 60 days, the supervisor may request through command channels to OKHRO the additional position or overhire authority. Such requests will be forwarded to the appropriate ARNG or ANG manpower office for approval.

3-7. **HOW TO APPLY PROCEDURES.** There are three methods by which an applicant's qualification for a position can be determined. The method used is solely the applicant's choice. Neither management or this agency can dictate the form used to apply for technician positions.

a. **Standard Form 171.** This form is no longer available, but applications using this format will be accepted.

b. **Optional Form 612.** (Optional Application for Federal Employment) is an abbreviated document by which the applicant's qualifications can be determined. It must reflect the applicants current and/or past employment experience which relates to the position for which applying. The difference between the OF 612 and the SF 171 is that the OF 612 only requires experience that directly relates to the position for which applying.

c. **Resume.** The resume may be used to apply for announced positions, but it must provide all the information requested on the OF 612 and in the vacancy announcement as a minimum, or the applicant may lose consideration for a position.

3-8. **APPLICATION PROCEDURES.** Applicants wishing to respond to published vacancy announcements will:

a. Carefully review the qualification requirements for the vacancy and match their own experience, education, and other related factors to those in the announcement prior to submitting their applications. An application may be submitted if the minimum qualification requirements and selective placement factors are met.

b. Submit a SF 171, OF 612, or a resume to the Human Resources Office for each position the applicant desires consideration. Applications must be received in the Human Resources Office no later than the close of business on the closing date of the announcement. Applications received after the closing date will not be considered. Applications must be signed and dated by the applicant prior to submission.

c. Include all experience, dates of employment, number of hours worked per week, education, training, awards, special qualifications, and other information which is directly related to the position for which application is made. This is particularly important since this information will be used to determine basic eligibility. Do not make reference to material in the official Personnel Folder (OPF), or any military records. Only information in the application and attached documents will be used in the screening process. If an applicant fails to give complete details, it will cause an application to be considered non-qualified. Qualifications may be verified with current and former employer(s)/supervisor(s).

d. The HRO will maintain a list of technicians who have restoration rights with the types and grades of positions for which they are interested and qualified. This applies only to persons outside the OKNG AGR program. Persons in the OKNG AGR Program have access to employment bulletins and have the same opportunities to apply for vacancies as current employees.

3-9. **USE OF TRAINEE/UNDERSTUDY/UPWARD MOBILITY POSITIONS.** When the qualification requirements of a position are such that it is difficult to find fully qualified applicants, or it is to be filled at a lower grade, the position may be announced for consideration of fully qualified applicants and applicants qualified at the trainee level. The requesting activity will provide the Human Resources Office with the same information as outlined in paragraph 3-1, but will also include the following information:

- a. Recommended lower grade(s), as applicable.
- b. Recommended modified duties and responsibilities for the lower grade (Statement of Differences).
- c. Selective placement factors for both fully qualified and lower graded position, if any, and justification for their use.
- d. Individual Development Plan requirements for promotion to each grade listed.

3-10. **PROMOTION OF A TRAINEE.** A technician who is selected through merit placement procedures to fill a position at less than the authorized grade and who completes all necessary training programs and meets the qualifications and legal requirements for the position may be noncompetitively recommended for promotion by the immediate supervisor of the position. The Classification Specialist from HRO is required to perform a desk audit to ensure the technician is performing the full scope of the position description.

CHAPTER 4

PROCESSING APPLICATIONS

4-1. **DETERMINING ELIGIBILITY.** Basic eligibility determination will be accomplished by the HRO as follows:

a. Evaluations will be based solely on experience and education as listed in the qualification requirements. Applicants who meet the minimum qualifications will be considered basically eligible. Applications will be evaluated and documented on evaluation forms prepared for each announced position, and maintained in the appropriate merit promotion file for the advertised position.

b. The minimum qualification standards are based upon the position description plus military qualifications and selective placement factor (if used), and will serve as the basis for determining eligibility for excepted positions. The U.S. Office of Personnel Management Qualifications Handbook, plus proof of competitive status, time-in-grade requirements and selective placement factors (if used) will serve as the basis for determining eligibility for competitive service positions.

c. Applicants not meeting the minimum qualifications will be informed by letter with a statement as to what basic qualifications were lacking.

4-2. **EVALUATION.** All eligible candidates will be certified to the nominating official on one certificate of eligibles. When there are more than ten qualified applicants, a subject matter specialist will be used to further screen candidates prior to referral. The nominating official will then receive a certificate of eligibles of the ten best-qualified applicants for the position.

CHAPTER 5

CERTIFICATE AND SELECTION

5-1. **ACTIONS BY THE HUMAN RESOURCES OFFICE.**

a. The HRO will evaluate all applications to ensure applicants meet the minimum qualifications as required on the vacancy announcement.

b. Applicants who meet the basic eligibility requirements as indicated on the vacancy announcement will be certified to the nominating supervisor utilizing an automated Certificate of Eligible. If there is more than ten qualified applicants for a position, the evaluation procedures of paragraph 4-2 will be followed prior to certification.

c. The certificate of eligibles will list the eligible applicants in alphabetical order.

5-2. **ACTIONS BY THE NOMINATING OFFICIAL.** The nominating official is entitled to select or to not-select any applicant for nomination on the certificate. Upon receipt of the certificate, the nominating official will:

a. Review each application/resume, schedule interviews, and make a nomination pending approval of the Adjutant General. If all applicants are rejected, the certificate will be returned to the HRO with the rationale as to why each applicant was rejected and why a nomination could not be made.

b. If a certificate contains three or less qualified applicants, the nominating official may return the certificate and request an expansion of the area of consideration, restructure the position, etc.

c. If one applicant is interviewed, however, the nominating official **must** interview all applicants on the certificate.

d. Prepare letters with addressed envelopes for notifying the nominated applicant for the position, and those who were not selected. **DO NOT MAIL.** Forward original and one copy with the Certificate of Eligible to the HRO. The HRO will mail the letters when the nomination is approved by The Adjutant General.

e. If the person selected is already a technician, the HRO will notify the gaining supervisor to arrange for a release date with the losing supervisor, or an inprocessing date. Under no circumstances does the nominating official have the authority to establish an effective date.

f. Sign and return the certificate to the HRO with the following required nomination documents:

- (1) SF52-B, Request for Personnel Action, (See Annex A for complete instructions).
- (2) Applications/resumes.
- (3) Letters to nominated and non-selected applicants, (See paragraph 5-2b above).
- (4) Military assignment data, (Remarks section, SF 52-B).

(a) ARNG personnel who require reassignment/transfer/SSI/MOS change to meet compatibility will have the necessary action submitted on a memorandum request. If this action necessitates the movement of other personnel, those actions will be requested in accordance with OMD Pam 600-200/OMD Pam 600-100.

(b) ANG personnel will use AF Form 2096 to accomplish reassignments, transfers, or other actions necessary to document a technician's compatible military assignment.

(c) If the nominated applicant's military assignment already complies with the compatibility criteria established for the position, the military assignment data will be entered on the SF-52B in the Remarks Section in accordance with the instructions contained in Appendix 1, Annex A. This information will then be verified through the appropriate ARNG/ANG military personnel office. **NOTE:** No action will be taken on appointments, reassignments, etc., without the compatibility data required above.

(d) Insure nominee can be assigned to a compatible position without violating Combat Probability Code criteria.

(5) SF 181, Ethnicity and Race Identification, is attached to each qualified application/resume. This is for statistical data and should be completed (where indicated) and returned to HRO.

5-3. ACTIONS BY THE HUMAN RESOURCES OFFICE UPON RECEIPT OF THE CERTIFICATE. The HRO will perform an administrative review and the following actions:

a. Notify the nominating official that the nomination was approved and establish a time and date of inprocessing (again, the nominating official does not have the authority to establish an effective date). If the nomination was not approved, the official will receive further instructions from the HRO as to the options available.

- b. Complete the merit promotion file in accordance with Chapter 6.
- c. Make the personnel action effective the start of first pay period following the date of selection.
- d. Arrange for medical screening, if required.

CHAPTER 6

PLACEMENT/PROMOTION RECORDS

6-1. **PURPOSE.** Complete merit promotion records are required to be maintained by the HRO for the following reasons:

- a. To provide an audit record of the action taken.
- b. To evaluate the merit placement program.
- c. To provide proof that merit placement actions are being made on a fair and equitable basis in accordance with this plan.

6-2. **RECORDS REQUIRED.** Sufficient records are required to allow reconstruction of the placement actions for inspections and grievances. As a minimum, the following information and forms will be retained for each merit promotion file:

- a. The request from the supervisor requesting the announcement be advertised (SF 52-B, Request for Personnel Action).
- b. A copy of the vacancy announcement.
- c. A list of all applicants names, both qualified and nonqualified.
- d. Documentation used to evaluate applications.
- e. The signed certificate of eligibles from the nominating supervisor.
- f. A record of the Priority Placement List being cleared.
- g. Copies of all applications submitted for the vacancy except for nominee. The original application for the nominee will be placed in his/her Official Personnel Folder (OPF).

6-3. **RETENTION OF RECORDS.** Records will be maintained for a minimum of 2 years unless a grievance is pending wherein records will be maintained until resolution.

6-4. **PRIVACY PROTECTION.** Information relating to individual placement actions or to the applicant such as how many applied or who qualified will be discussed only with or shown to authorized individuals. Supervisors and personnel specialists participating in merit placement actions will not disclose the details of the applications and the contents of the certificate of eligibles to unauthorized persons. Applicants who call the HRO for information pertaining to the advertised position will be given information on their application only.

CHAPTER 7

TEMPORARY PROMOTIONS AND DETAILS

7-1. TEMPORARY PROMOTIONS (ALSO KNOWN AS A TIME-LIMITED PROMOTION PER 5 USC 335.102 (f)).

a. Except when the service is for a brief period (less than 30 days) a temporary promotion is a means of meeting a situation requiring the temporary service of a technician in a higher graded position. A temporary promotion to an established position not only recognizes management's needs and the technician's new responsibilities, but also compensates the technician monetarily for the higher graded work performed. The technician selected, however, must fully meet the qualification requirements of the higher graded position, **and** grade and/or pay retention benefits are not granted to the technician upon return to his/her former grade.

b. It may be used, for example, when:

- (1) A technician has to perform the duties of a position during the extended absence of the incumbent;
- (2) To fill a position that has become vacant until a permanent appointment is made;
- (3) To assume responsibility for an increased workload for limited periods; or
- (4) To participate in a special project that will last for a limited period.

c. A temporary promotion is **not** appropriate for training or evaluating a technician's performance in a higher-graded position. It **may not be used** to give a technician a trial period before permanent promotion, to decide among candidates for permanent promotion, or to train a technician in a higher graded position.

d. A technician selected for a temporary promotion **must be given an advance written notice of the conditions of the temporary promotion**. The notice will include the time limit of the promotion; the reason for a time limit; the requirement for competition for promotion beyond 120 days, where applicable; and that the technician may be returned at any time to the position from which temporarily promoted, or to a different position of equivalent grade and pay; and that the return is not subject to the procedures in parts 351 (reduction-in-force), 432 (performance), 752 (adverse actions), or 771 (grievance procedures). The technician must be informed in terms that leave no doubt of the temporary nature of the action.

e. Temporary promotions beyond 120 days must be filled using the competitive procedures of this regulation. The duration of the temporary promotion must be specified and will be for a period of not more than 5 years. Prior temporary promotion time served during the preceding 12 months is included when computing the period.

f. Temporary promotions may be extended beyond 5 years with supervisory justification (i.e., project work with a specific ending date, pending reorganization, downsizing, etc.).

g. A temporary promotion may be made permanent if competitive procedures were used originally, and the vacancy announcement stated it could lead to a permanent promotion without further competition (i.e., “temporary promotion not to exceed 12 months with possible permanency.”)

7-2. **DETAILS**. When the necessary services cannot be obtained by other means (i.e., through temporary promotion, reassignment, competitive procedures), a technician may be detailed in 120-day increments to the **same, higher graded, or lower graded** General Schedule or wage system position for up to 1 year. Details to exceed one year will be filled through competitive procedures. Extensions beyond these time limits require a request from the supervisor providing justification as to why the exception should be granted. Such requests will be forwarded by OKHRO for approval.

7-3. **DOCUMENTATION REQUIRED**. Personnel actions outlined in this chapter will be requested using a SF 52-B, Request for Personnel Action, and will be submitted through channels per Annex A of this plan.

CHAPTER 8

GRIEVANCES AND COMPLAINTS

8-1. **GRIEVANCES**. A technician who believes that proper procedures were not followed in a particular placement action for which they were an applicant may present a grievance under the appropriate grievance procedures. A grievance will not be considered when based solely on nonselection from a properly constituted certificate of eligibles, or an action required to be taken by this Department under the provisions of statute; or instructions from National Guard Bureau and/or The Office of Personnel Management.

8-2. **DISCRIMINATION COMPLAINTS**. Allegations of discrimination because of race, color, religion, sex, age, handicapping condition, or national origin made during any phase of the selection process will be considered under the Oklahoma National Guard Equal Employment Opportunity Program.

8-3. **ADMINISTRATIVE REVIEWS**. All applicants have the right to request an administrative review of the procedures used in determining qualifications for placement/promotion, or failure to be placed on any certificate of eligibles. Requests not resolved at the local level will be submitted in writing to this office, ATTN: OKHRO-PM, not later than 10 days after the date on which the technician was notified that he was not placed on the certificate.

CHAPTER 9

TEMPORARY APPOINTMENTS

9-1. **PURPOSE.** Temporary appointments are designed to provide technicians to assist with short-term (usually less than 1 year) additional work requirements. Technicians granted temporary appointments do not serve a trial period, do not have reduction in force protection, and may be separated before the expiration of their appointment when their services are no longer needed, or there is no longer any funding for the position provided there was a 30 day notice issued.

9-2. **APPOINTMENT REQUIREMENTS.**

a. **Temporary limited (not to exceed) appointments.** Persons appointed to positions under this authority:

(1) Must be members of the Oklahoma Army or Air National Guard, as appropriate, for excepted positions..

(2) Must meet all military membership and technician appointment requirement for excepted positions (i.e., officer, warrant, enlisted).

(3) Must meet the qualification standards established for the position.

b. **Indefinite Appointments.** Excepted appointments with indefinite time limitations should be used when the appointment is expected to extend beyond 1 year. There is no authority to make indefinite competitive appointments. Competitive procedures must be used when filling a position on an indefinite basis, and must be so stated on the job vacancy announcement (for example, “indefinite”, or “indefinite with possible permanency”). Persons appointed with indefinite status:

(1) Must meet all military membership and compatibility requirements.

(2) Must meet the qualification standards established for the position.

(3) Do not acquire permanent status. Technician will be placed in tenure group III for reduction-in-force purposes.

(4) Do not serve a trial period.

(5) May be separated when their services are no longer needed. All separations must be preceded by a 30-day notice. The provisions of TPR 752 do not apply.

(6) May be promoted, changed to lower grade, or reassigned to other positions with indefinite status.

9-3. **DURATION AND EXTENSION OF TEMPORARY APPOINTMENTS.**

a. **Excepted.** The Adjutant General may make and extend excepted temporary appointments in increments of up to 1 year each for a total of 4 years. Extensions beyond 4 years require NGB approval.

b. **Non Dual Status (NDS).** The Adjutant General is authorized to make competitive temporary appointments for up to 1 year, and extend those appointments in 1-year increments for up to 4 years. No extensions beyond the fourth year are authorized. The procedures contained in OMD TPR 335 are applicable for this type of appointment.

9-4. **APPOINTMENT PROCEDURES.**

a. For NDS appointments use the procedures listed in Chapters 3 through 6 of this regulation.

b. For Excepted/Dual Status Appointments submit a SF 52-B and an employment application to request the appointment.

9-5. **TERMINATION.** Technicians serving under a temporary appointment will be separated when:

a. The appointment expires.

b. There are no funds to support the appointment.

c. There is no longer a need for the services of the position, i.e., lack of work for the technician.

Note: All technicians are required by law to receive a 30-day notice prior to separation. This notice is placed on the SF 50 upon initial appointment.

9-6. **EXTENSION/SEPARATION PROCEDURES.** A SF 52-B will be used to request an extension or separation of a temporary technician.

CHAPTER 10

KEY STAFF POSITIONS

10-1. KEY STAFF POSITIONS. The effectiveness of management within the Oklahoma National Guard depends in large measure on the quality of personnel appointed by the Adjutant General to key staff positions. Key staff positions report directly to the Adjutant General, Command Administrative Office or Air Commander. Key staff positions of the Oklahoma Military Department are as follows:

a. ARNG:

- (1) Command Administrative Officer
- (2) Logistics Management Officer (DCSLOG)
- (3) Military Personnel Officer (DCSPER)
- (4) Deputy Chief of Staff for Operations (DCSOPS)
- (5) Supervisory Logistics Management Officer (USPFO)
- (6) Supervisory Aircraft Pilot (SAO)
- (7) Facility Management Officer (ENG)
- (8) Administrative Officer (OIC)(45 SIB, 45 FA, 90 TC, Camp Gruber, RTI)
- (9) Deputy Chief of Staff of Information (DCSIM)
- (10) State Command Sergeant Major
- (11) State Chief Warrant Officer
- (12) Command Program Specialist (SGS)

b. Joint Army/Air Positions

- (1) Human Resources Officer
- (2) Public Affairs
- (3) Judge Advocate General

c. ANG:

- (1) Executive Support Staff Officer
- (2) Air Commander (Wing Level)
- (3) Detachment Commander (EIS)
- (4) Vice Air Commander
- (5) Director of Operations
- (6) Director of Logistics
- (7) Comptroller
- (8) Director of Support
- (9) Base Safety Officer

10-2. Procedure. The Adjutant General, or appropriate nominating official, may use this procedure in place of requesting a vacancy announcement. A request for personnel action (SF-52B) will be submitted to the HRO indicating "FILL POSITION – KEY STAFF". All other items on the SF-52B will be completed in accordance with Annex A of this regulation.

10-3. HRO Action. The HRO will screen the Official Personnel Folders (OPFs) of the technicians that meet the qualifications for the position and any criteria listed by the requesting supervisor. A referral in the form of a Certificate of Eligibles will be forwarded to the Nominating Official for action.

10-4. The nominating official will indicate their nominee for the position and return the certificate. The nominating official may interview or, screen records in making their nomination.

10-5 The HRO will complete the action in accordance with this regulation.

Annex A**INSTRUCTIONS FOR PREPARATION OF SF 52-B****POSITION ACTIONS**

Fill position: To advertise a job vacancy using merit promotion procedures.

Cancel and establish: Used to cancel a position that is no longer needed and/or valid, and establish another position in its place.

PERSONNEL ACTIONS**Promotion****Detail NTE****Temporary Promotion (NTE)****Extension of Detail NTE****Leave Without Pay (LWOP)****Reassignment****Return to Duty (RTD)****Change to Lower Grade****Appointment****Resignation****Temporary Appointment (NTE)****Retirement****Extension of Temporary
Appointment (NTE)****Termination**

ITEM**Part A-Requesting Office**

1. Actions Requested

INSTRUCTIONS

Enter either a position action or personnel action from the list on page A-1. If there is a time limit involved in the action (i.e., temporary appointment, temporary promotion, etc.) must specify a not to exceed date.

2. Request Number

NA

3. For additional information call number

Enter the name and telephone

of the person most familiar with the action requested who can furnish the HRO with additional information if required. This is normally the first line supervisor.

4. Proposed Effective Date

Enter date on which action is desired. For promotion, reassignments or change to lower grade use the beginning date of the next pay period; in separation action, show last date the technician will be on the job.

5. Action Requested By

Enter the signature and title of person requesting the action (normally the first line supervisor).

6. Action Authorized By

Enter the signature and title of person authorized to approve the personnel action request (normally second-line supervisor).

Part B-For Preparation of SF 52

- | | |
|---|---|
| 1. Name | Last, first, middle. Please show full middle name. |
| 2. Social Security Number | Self-explanatory |
| 3. Date of Birth | Enter in MM-DD-YY format (e.g. 10-24-96). Do not use military date format.. |
| 4. Effective date | Leave blank; the actual effective date will be established by OKHRO |
| 5-A - 6-F
First Action and Second Action | Leave Blank. These items are coded in HRO. |
| 7. From (Position Title and Number) | Enter official title and position number (obtained from official position description) of position technician that would be vacating (.i.e., for a promotion, reassignment, resignation, termination, retirement, detail change to lower grade and temporary promotion). Also would be the “cancel” position of a cancel and establish action. |
| 8, 9,10. Pay Plan, Occupational Code, and grade or level. | Enter pay plan, occupational code, and grade as reflected on official position description, (e.g., WG-8852 10 or GS-0301-11). |
| 11. Step or Rate | Leave blank |
| 12. Salary | Leave blank |
| 13. Pay Basis | Leave blank |
| 14. Name and Location of Position’s Organization | Name and location of organization from which individual action is being accomplished. |

- | | |
|---|---|
| 15. To (Position Title and Number) | Enter official title and position number (obtained from official position description) of position technician that would be vacating (.i.e., for a promotion, reassignment, resignation, termination, retirement, detail change to lower grade and temporary promotion). Also would be the “cancel” position of a cancel and establish action. |
| 16, 17, 18. Pay plan , Occupational Code, and grade or level. | Enter pay plan, occupational code, and grade as reflected on official position description, (.e.g., WG-8852 10 or GS-0301-11). |
| 19 - 21. | Leave blank |
| 22. Name and Location of Employing Office | Enter: OKARNG or OKANG unit, UIC/PAS code, and full-time manning document number |
| 23 - 33. | Leave blank |
| 34. Position Occupied | Competitive (1) or Excepted (2) Only. |
| 35. - 38. FLSA Category | Leave blank |
| Items 36 through 38 | Leave blank |
| 39. Duty Station (City, County, State or Overseas Location) | Actual location of position. |
| 40 - 51. | Leave blank |

Part C - Reviews and Approval

NOT TO BE USED BY REQUESTER!! FOR HRO USE ONLY

Part D - Remarks by Requesting Office

For a "Fill position": Enter information on Area of Consideration, Military grade available, length of time position to be advertised (minimum of 10 days), VICE: _____. Reassignments, appointments, promotions, etc., unit, DMOS, para/line number, military grade, rank, Selected from Certificate of Eligibles #____, Security Clearance.

Part E - Employee Resignation/Retirement

Use for resignations and retirements only. Self-explanatory.

Part F - Remarks for SF-50

May use for any information not identified above.

Standard Form 52-8
Rev. 7/91
U.S. Office of Personnel Management
FPM Supp. 296-33, Subch. 3

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, items 1, 7-22, 32, 33, 36 and 39.)

1. Requesting Office (Name and Telephone Number) Telephone Number	2. Request Number
3. Proposed Effective Date MM-DD-YY	

5. Action Requested By (Typed Name, Title, Signature, and Request Date) Name, Title, Signature, Extension, Date	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) Name, Title, Signature, Extension, Date
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PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 282-1. Show all dates in month-day-year order.)

7. Name (Last, First, Middle)	8. Social Security Number	9. Date of Birth	10. Effective Date
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FIRST ACTION

5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

SECOND ACTION

7. FROM: Position Title and Number Supply Technician 70061000	15. TO: Position Title and Number Supply Technician 70061000
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11. Pay Plan GS	12. Grade or Level 2005	13. Grade or Level 05	14. Step or Rate	15. Total Salary/Amount	16. Pay Band
17A. Basic Pay	17B. Locality Adj.	17C. Adj. Basic Pay	17D. Other Pay	18A. Basic Pay	18B. Locality Adj.
18C. Adj. Basic Pay	18D. Other Pay	19A. Basic Pay	19B. Locality Adj.	19C. Adj. Basic Pay	19D. Other Pay

14. Name and Location of Position's Organization OKARNG Oklahoma City, OK	22. Name and Location of Position's Organization UNIT UIC MD
---	---

EMPLOYEE DATA

23. Veterans Preference 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/20%	24. Tenure 1 - None 2 - Conditional 3 - Indefinite	25. Agency Use	26. Veterans Preference for RIF YES NO
27. FEGLI	28. Annuity Indicator	29. Pay Rate Determinant	
30. Retirement Plan	31. Service Comp. Date (Leave)	32. Work Schedule	33. Part Time Hours Per Biweekly Pay Period

POSITION DATA

34. Position Occupied 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved	35. FLSA Category 6 - Exempt N - Nonexempt	36. Appropriation Code	37. Bargaining Unit Status
38. Duty Station Code	39. Duty Station (City - County - State or Overseas Location) City and State		

40. Agency Data	41.	42.	43.	44.
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA 8 - Other
				50. Veterans Status
				51. Supervisory Status

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature	Approval Date
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NSN 7540-01-333-6239
USAPPC V1.10

SF 52 (Revised)

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ Yes☐ No

Vice: Name and reason
Area of Consideration:
Military Grade Available:
Length of time position is to be advertised:

PART E - Employee Resignation/Retirement**PRIVACY ACT STATEMENT**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue

regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of these documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reason for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, Zip Code)
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PART 5 - Remarks for SF 50

Standard Form 52-8
Rev. 7/91
U.S. Office of Personnel Management
FPM Supp. 296-33, Section 3

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

1. Actions Requested Promotion		2. Request Number
3. Personal Information Call (Name and Telephone Number) Telephone Number		4. Proposed Effective Date MM-DD-YY
5. Action Requested By (Typed Name, Title, Signature, and Request Date) (First Line Supervisor) Name, Title, Signature, Extension, Date		6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) (Second Line Supervisor) Name, Title, Signature, Extension, Date

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle) Doe, John Told		2. Social Security Number 000-00-0000	3. Date of Birth MM-DD-YY	4. Effective Date
FIRST ACTION				
5-A. Code	5-B. Nature of Action			
5-C. Code	5-D. Legal Authority			
5-E. Code	5-F. Legal Authority			
7. FROM: Position Title and Number Military Personnel Clerk R9581000		15. TO: Position Title and Number Military Personnel Technician R9587000		

SECOND ACTION

6-A. Code	6-B. Nature of Action			
6-C. Code	6-D. Legal Authority			
6-E. Code	6-F. Legal Authority			
8. Pay Plan GS	9. Grade or Level 0204	10. Grade or Level 05	11. Step or Rate	12. Total Salary
13. Pay Band	14. Basic Pay	15. Locality Adj.	16. Ad. Basic Pay	17. Other Pay
18. Basic Pay	19. Locality Adj.	20. Ad. Basic Pay	21. Other Pay	22. Name and Location of Position's Organization OKARNG Oklahoma City, OK UNIT UIC/PAS CODE MD

EMPLOYEE DATA

23. Veterans Preference		24. Tenure		25. Agency Use	26. Veterans Preference for RIF
1 - None	3 - 10-Point/Qualifying	5 - 10-Point/Other	10 - None	2 - Conditional	YES NO
2 - 5-Point	4 - 10-Point/Compensable	6 - 10-Point/Compensable/30%	1 - Permanent	3 - Indefinite	
27. FEGLI		28. Annuity Indicator		29. Pay Rate Determinant	
30. Retirement Plan		31. Service Comp. Date (Leave)		32. Work Schedule	
33. Position Occupied		34. FLSA Category		35. Appropriation Code	
1 - Competitive Service	3 - SES General	E - Exempt	36. Bargaining Unit Status		
2 - Excepted Service	4 - SES Career Reserved	N - Nonexempt			
37. Duty Station Code		38. Duty Station (City - County - State or Overseas Location) Actual Location of position			

40. Agency Data	41.	42.	43.	44.
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship
				50. Veterans Status
				51. Supervisory Status

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
P.			E.		
			F.		
Signature			Approval Date		

I, Approver, certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

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USAPPC V1.10

SF 52 (Revised)

PART D - Remarks by Requesting Office

(Note to Supervisor: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ Yes☐ No

Supervisor's Remarks: (Selected from Certificate of Eligibles # ____.)

Unit of Assignment:

DMOS:

Para/Line Number:

Military Grade:

Security Clearance (if required):

PART E - Employee Resignation/Retirement**PRIVACY ACT STATEMENT**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue

regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of these documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1 Reason for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day -- midnight -- unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, Zip Code)
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PART 5 - Remarks for SF 50

Standard Form 52-B
Rev. 7/91
U.S. Office of Personnel Management
FPM Supp. 295-33, Subch. 3

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

1. Action Requested
Temporary Promotion NTE 120 days

2. Request Number

3. Personal Information Call (Name and Telephone Number)

Telephone Number

4. Proposed Effective Date
MM-DD-YY

5. Action Requested By (Typed Name, Title, Signature, and Request Date)

(First Line Supervisor)

Name, Title, Signature, Extension, Date

6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)

(Second Line Supervisor)

Name, Title, Signature, Extension, Date

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)

Doe, John Told

2. Social Security Number
000-00-0000

3. Date of Birth
MM-DD-YY

4. Effective Date

FIRST ACTION

5-A. Code

5-B. Nature of Action

SECOND ACTION

6-A. Code

6-B. Nature of Action

5-C. Code

5-D. Legal Authority

6-C. Code

6-D. Legal Authority

5-E. Code

5-F. Legal Authority

6-E. Code

6-F. Legal Authority

7. FROM: Position Title and Number

Military Personnel Clerk

R9581000

15. TO: Position Title and Number

Military Personnel Technician

R9587000

8. Pay Plan
GS

9. Inc. Code
0204

10. Grade or Level
05

11. Step or Rate

12. Total Salary

13. Pay Base

16. Pay Plan
GS

17. Inc. Code
0204

18. Grade or Level
07

19. Step or Rate

20. Total Allowancement

21. Pay Base

12A. Basic Pay

12B. Locality Adj.

12C. Adj. Basic Pay

12D. Other Pay

20A. Basic Pay

20B. Locality Adj.

20C. Adj. Basic Pay

20D. Other Pay

14. Name and Location of Position's Organization

OKARNG
Oklahoma City, OK

UNIT
UIC/PAS CODE
MD

22. Name and Location of Position's Organization

OKARNG
Oklahoma City, OK

UNIT
UIC/PAS CODE
MD

EMPLOYEE DATA

23. Veterans Preference

1 - None

2 - 5-Point

3 - 10-Point/Qualify

4 - 10-Point/Compensable

5 - 10-Point/Other

6 - 10-Point/Compensable/30%

24. Tenure

1 - None

2 - Permanent

25. Agency Use

2 - Conditional

3 - Indefinite

26. Veterans Preference for BIF

YES

NO

27. FEGLI

28. Annuitant Indicator

29. Pay Rate Determinant

30. Retirement Plan

31. Service Comp. Date (Leave)

32. Work Schedule

33. Part Time Hours Per

Biweekly

Pay Period

POSITION DATA

34. Position Occupied

1 - Competitive Service

2 - Excepted Service

3 - SES General

4 - SES Career Reserved

35. FLSA Category

E - Exempt

N - Nonexempt

36. Appropriation Code

37. Bargaining Unit Status

38. Duty Station Code

39. Duty Station (City - County - State or Overseas Location)

Actual Location of position

40. Agency Data

41.

42.

43.

44.

45. Educational Level

46. Year Degree Attained

47. Academic Discipline

48. Functional Class

49. Citizenship

1 - USA 8 - Other

50. Veterans Status

51. Supervisory Status

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Official/Function	Initials/Signature	Date	Official/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		
			Signature		
			Approval Date		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

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NSN 7540-01-333-6239
USAPPC V1.10

SF 52 (Revised)

PART D - Remarks by Requesting Office

Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ Yes☐ No

Supervisor's Remarks: (Reason for Temporary Promotion)

PART E - Employee Resignation/Retirement**PRIVACY ACT STATEMENT**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue

regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary or Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of these documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reason for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, Zip Code)
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PART 5 - Remarks for SF 50

Standard Form 52-B
Rev. 7/91
U.S. Office of Personnel Management
FPM Supp. 296-33, Subch. 3

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

1. Action Requested
Leave Without Pay (LWOP) - (Start Date - Ending Date)

2. Request Number

4. Proposed Effective Date
MM-DD-YY

Personal Information Call (Name and Telephone Number)
Telephone Number

5. Action Requested By (Typed Name, Title, Signature, and Request Date)
(First Line Supervisor)
Name, Title, Signature, Extension, Date

6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)
(Second Line Supervisor)
Name, Title, Signature, Extension, Date

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)
Doe, John Told

2. Social Security Number
000-00-0000

3. Date of Birth
MM-DD-YY

4. Effective Date

FIRST ACTION

5-A. Code

5-B. Nature of Action

5-C. Code

5-D. Legal Authority

5-E. Code

5-F. Legal Authority

SECOND ACTION

6-A. Code

6-B. Nature of Action

6-C. Code

6-D. Legal Authority

6-E. Code

6-F. Legal Authority

7. FROM: Position Title and Number

15. TO: Position Title and Number

Secretary (OA)
70023000

8. Pay Plan	9. Bsc. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	14. Pay Plan	15. Bsc. Code	16. Grade or Level	17. Step or Rate	18. Total Salary	19. Pay Basis	
						GS	0318	05				
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay					

14. Name and Location of Person's Organization

22. Name and Location of Person's Organization

OKARNG
Oklahoma City, OK
UNIT
UIC/PAS CODE
MD

EMPLOYEE DATA

23. Veterans Preference

1 - None

2 - 5-Point

3 - 10-Point/Disability

4 - 10-Point/Compensable

5 - 10-Point/Other

6 - 10-Point/Compensable/DOF

24. Tenure

1 - None

2 - Permanent

3 - Conditional

4 - Indefinite

25. Agency Use

26. Veterans Preference for RIF

YES

NO

27. FEGLI

28. Annuity Indicator

29. Pay Rate Determinant

30. Retirement Plan

31. Service Comp. Date Entered

32. Work Schedule

33. Part Time Hours Per

Biweekly Pay Period

POSITION DATA

34. Position Occupied

1 - Competitive Service

2 - Excepted Service

3 - SES General

4 - SES Career Reserved

35. FLSA Category

E - Exempt

M - Nonexempt

36. Appropriation Code

37. Bargaining Unit Status

38. Duty Station Code

39. Duty Station (City - County - State or Overseas Location)

Actual Location of position

40. Agency Data	41.	42.	43.	44.		
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship	50. Veterans Status	51. Supervisory Status
				1 - USA 2 - Other		

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Official/Function	Initials/Signature	Date	Official/Function	Initials/Signature	Date
A.			D.		
			E.		
			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature

Approval Date

CONTINUED ON REVERSE SIDE
52-116

OVER

Editions Prior to 7/91 Are Not Usable After 6/30/93
NSN 7540-01-333-6239
USAPPC V1.10

SF 52 (Revised)

PART D - Remarks by Requesting Office

Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
(If "YES", please state those facts on a separate sheet and attach to SF 52.)

☐ Yes☐ No**Supervisor's Remarks: Reason for LWOP**

(If individual is on Military orders, attach copies of orders to SF-52)

PART E - Employee Resignation/Retirement**PRIVACY ACT STATEMENT**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue

regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reason for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, Zip Code)
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PART F - Remarks for SF 50

Standard Form 52-8
Rev. 7/91
U.S. Office of Personnel Management
FPM Supp. 286-33, Subch. 3

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 35 and 38.)

1. Action Requested

Return to Duty (RTD) - (Date returned to duty)

2. Request Number

3. Personal Information Call (Name and Telephone Number)
Telephone Number

4. Proposed Effective Date
MM-DD-YY

5. Action Requested By (Typed Name, Title, Signature, and Request Date)
(First Line Supervisor)
Name, Title, Signature, Extension, Date

6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)
(Second Line Supervisor)
Name, Title, Signature, Extension, Date

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 282-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)
Doe, John Told

2. Social Security Number
000-00-0000

3. Date of Birth
MM-DD-YY

4. Effective Date

FIRST ACTION

5-A. Code

5-B. Nature of Action

5-C. Code

5-D. Legal Authority

5-E. Code

5-F. Legal Authority

SECOND ACTION

6-A. Code

6-B. Nature of Action

6-C. Code

6-D. Legal Authority

6-E. Code

6-F. Legal Authority

7. FROM: Position Title and Number

15. TO: Position Title and Number

Secretary (OA)
70023000

8. Pay Plan	9. Org. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	14. Pay Plan	15. Org. Code	16. Grade or Level	17. Step or Rate	18. Total Salary	19. Pay Basis
						GS	0318	05			
24. Basic Pay	25. Locality Adj.	26. Adj. Basic Pay	27. Other Pay	28. Basic Pay	29. Locality Adj.	30. Adj. Basic Pay	31. Other Pay	32. Basic Pay	33. Locality Adj.	34. Adj. Basic Pay	35. Other Pay

14. Name and Location of Position's Organization

22. Name and Location of Position's Organization

OKARNG
Oklahoma City, OK
UNIT
UIC/PAS CODE
MD

EMPLOYEE DATA

23. Veterans Preference

1 - None

2 - 5-Point

3 - 10-Point/Disability

4 - 10-Point/Compensable

5 - 10-Point/Other

6 - 10-Point/Compensable/20%

24. Tenure

0 - None

1 - Permanent

2 - Conditional

3 - Indefinite

25. Agency Use

26. Veterans Preference for RIF

YES

NO

27. FEGLI

28. Annuity Indicator

29. Pay Rate Determinant

30. Retirement Plan

31. Service Comp. Date (Leave)

32. Work Schedule

33. Part Time Hours Per

Biweekly

Pay Period

POSITION DATA

34. Position Occupied

1 - Competitive Service

2 - Excepted Service

3 - SES General

4 - SES Career Reserved

35. FLSA Category

E - Exempt

N - Nonexempt

36. Appropriation Code

37. Bargaining Unit Status

38. Duty Station Code

39. Duty Station (City - County - State or Overseas Location)
Actual Location of position

40. Agency Data	41.	42.	43.	44.	45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship	50. Veterans Status	51. Supervisory Status
									1 - USA 0 - Other		

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature

Approval Date

CONTINUED ON REVERSE SIDE
52 118

OVER

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NSN 7540-01-333-6239
USAPPC v1.10

SF 52 (Reverse)

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state those facts on a separate sheet and attach to SF 52.)

☐ Yes☐ No

Supervisor's Remarks: Reason for RTD (i.e. returning from military duty)

PART E - Employee Resignation/Retirement**PRIVACY ACT STATEMENT**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize GPM and agencies to issue

regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of these documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1 Reason for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, Zip Code)
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PART 5 - Remarks for SF 50

Standard Form 52-B
Rev. 7/91
U.S. Office of Personnel Management
FPM Supp. 296-33, Subch. 3

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 38.)

1. Action Requested
Appointment

2. Request Number

3. Personal Information Call (Name and Telephone Number)
Telephone Number

4. Proposed Effective Date
MM-DD-YY

5. Action Requested By (Typed Name, Title, Signature, and Request Date)
(First Line Supervisor)
Name, Title, Signature, Extension, Date

6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)
(Second Line Supervisor)
Name, Title, Signature, Extension, Date

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

7. Name (Last, First, Middle)
Doe, John Told

8. Social Security Number
000-00-0000

9. Date of Birth
MM-DD-YY

10. Effective Date

FIRST ACTION

SECOND ACTION

11. A. Code 11-B. Nature of Action

12-A. Code 12-B. Nature of Action

13. C. Code 13-D. Legal Authority

14-C. Code 14-D. Legal Authority

15. E. Code 15-F. Legal Authority

16-E. Code 16-F. Legal Authority

17. FROM: Position Title and Number

18. TO: Position Title and Number

Secretary (OA)
70023000

19. Pay Plan	20. Org. Code	21. Grade or Level	22. Step or Rate	23. Total Salary/Hourly	24. Pay Rate
GS	0318	05			
25. Basic Pay	26. Locality Adj.	27. Adj. Basic Pay	28. Other Pay	29. Basic Pay	30. Locality Adj.

31. Name and Location of Position's Organization

32. Name and Location of Position's Organization

OKARNG
Oklahoma City, OK
UNIT
UIC/PAS CODE
MD

EMPLOYEE DATA

33. Veterans Preference
1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/90%

34. Tenure
0 - None 1 - Permanent 2 - Conditional 3 - Indefinite
35. Agency Use
36. Veterans Preference for RIF
YES NO

37. FEGLI
38. Amount Indicator
39. Pay Rate Determinant

40. Retirement Plan
41. Service Comp. Data (Leave)
42. Work Schedule
43. Part Time Hours Per Biweekly Pay Period

POSITION DATA

44. Position Occupied
1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved
45. FLSA Category
E - Exempt H - Nonexempt
46. Appropriation Code
47. Bargaining Unit Status

48. Duty Station Code
49. Duty Station (City - County - State or Overseas Location)
Actual Location of position

50. Agency Data
51. Educational Level
52. Year Degree Attained
53. Academic Discipline
54. Functional Class
55. Citizenship
56. Veterans Status
57. Supervisory Status

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Official/Function	Initials/Signature	Date	Official/Function	Initials/Signature	Date
A.			D.		
B.			E.		
			F.		

6. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature Approval Date

CONTINUED ON REVERSE SIDE
EC 118

OVER

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NSN 7540-01-333-6239
USAPPC V1.10

SF 52 (Revised)

PART D - Remarks by Requesting Office

(Note to Supervisor: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ Yes☐ No

Supervisor's Remarks: (Selected from Certificate # _____)

Unit of Assignment:

DMOS:

Para/Line Number:

Military Grade:

Security Clearance (if required for position):

PART E - Employee Resignation/Retirement**PRIVACY ACT STATEMENT**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue

regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of these documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reason for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, Zip Code)
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PART F - Remarks for SF 50

Standard Form 52-B
Rev. 7/91
U.S. Office of Personnel Management
FPM Supp. 236-33, Subch. 3

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 38.)

Actions Requested

Temporary Appointment NTE 120 days

Personal Information Call (Name and Telephone Number)
Telephone Number

2. Request Number

4. Proposed Effective Date
MM-DD-YY

5. Action Requested By (Typed Name, Title, Signature, and Request Date)

(First Line Supervisor)

Name, Title, Signature, Extension, Date

6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)

(Second Line Supervisor)

Name, Title, Signature, Extension, Date

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 232-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)

Doe, John Told

2. Social Security Number

000-00-0000

3. Date of Birth

MM-DD-YY

4. Effective Date

FIRST ACTION

5-A. Code 5-B. Nature of Action

5-C. Code 5-D. Legal Authority

5-E. Code 5-F. Legal Authority

SECOND ACTION

6-A. Code 6-B. Nature of Action

6-C. Code 6-D. Legal Authority

6-E. Code 6-F. Legal Authority

7. FROM: Position Title and Number

15. TO: Position Title and Number

Secretary (OA)

70023000

8. Pay Plan	9. Dist. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Rate	16. Pay Plan	17. Dist. Code	18. Grade or Level	19. Step or Rate	20. Total Salary	21. Pay Rate
						GS	0318	05			
12A. Basic Pay	12B. Locality Adj.	12C. Ad. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Ad. Basic Pay	20D. Other Pay				

14. Name and Location of Position's Organization

22. Name and Location of Position's Organization

OKARNG
Oklahoma City, OK

UNIT
UIC/PAS CODE
MD

EMPLOYEE DATA

23. Veterans Preference

1 - None
2 - 5-Point
3 - 10-Point/Disability
4 - 10-Point/Compensable

5 - 10-Point/Other
6 - 10-Point/Compensable/20%

24. Tenure

10 - None
1 - Permanent
2 - Conditional
3 - Indefinite

25. Agency Use

26. Veterans Preference for RIF

YES NO

27. FEGLI

28. Assistant Indicator

29. Pay Rate Determinant

30. Retirement Plan

31. Service Comp. Date (Leave)

32. Work Schedule

33. Part Time Hours Per

Biweekly Pay Period

POSITION DATA

34. Position Occupied

1 - Competitive Service
2 - Excepted Service
3 - SES General
4 - SES Career Reserved

35. FLSA Category

E - Exempt
N - Nonexempt

36. Appropriation Code

37. Bargaining Unit Status

38. Duty Station Code

39. Duty Station (City - County - State or Overseas Location)

Actual Location of position

40. Agency Data	41.	42.	43.	44.
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship
				1 - USA 8 - Other
				50. Veterans Status
				51. Supervisory Status

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
P.			E.		
			F.		

I, the undersigned, certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature

Approval Date

CONTINUED ON REVERSE SIDE
5-112

OVER

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NSN 7540-01-333-6239
USAPPC V1.10

SF 52 (Revised)

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ Yes☐ No

Supervisor's Remarks: (Reason for Temporary Appointment)

PART E - Employee Resignation/Retirement**PRIVACY ACT STATEMENT**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue

regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary or Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of these documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reason for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, Zip Code)
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PART 5 - Remarks for SF 50

Standard Form 52-8
Rev. 7/91
U.S. Office of Personnel Management
FPM Supp. 296-33, Select. 3

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 35 and 39.)

1. Action Requested Extension of Temporary Appointment NTE 120 days	2. Request Number
3. Personal Information Call (Name and Telephone Number) Telephone Number	4. Proposed Effective Date MM-DD-YY

5. Action Requested By (Typed Name, Title, Signature, and Request Date)

(First Line Supervisor)
Name, Title, Signature, Extension, Date

6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)

(Second Line Supervisor)
Name, Title, Signature, Extension, Date

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 282-1. Show all dates in month-day-year order.)

7. Name (Last, First, Middle)

Doe, John Told

8. Social Security Number

000-00-0000

9. Date of Birth

MM-DD-YY

10. Effective Date

FIRST ACTION

11. A. Code

11. B. Nature of Action

12. C. Code

12. D. Legal Authority

13. E. Code

13. F. Legal Authority

SECOND ACTION

14. A. Code

14. B. Nature of Action

15. C. Code

15. D. Legal Authority

16. E. Code

16. F. Legal Authority

17. FROM: Position Title and Number

18. TO: Position Title and Number

Secretary (OA)

70023000

19. Pay Plan	20. Org. Code	21. Grade or Level	22. Step or Rate	23. Total Salary/Step	24. Pay Band	25. Pay Plan	26. Org. Code	27. Grade or Level	28. Step or Rate	29. Total Salary/Step	30. Pay Band
GS	0318	05				GS	0318	05			
31. Basic Pay	32. Locality Adj.	33. Adj. Basic Pay	34. Other Pay	35. Basic Pay	36. Locality Adj.	37. Adj. Basic Pay	38. Other Pay	39. Basic Pay	40. Locality Adj.	41. Adj. Basic Pay	42. Other Pay

14. Name and Location of Position's Organization

22. Name and Location of Position's Organization

OKARNG
Oklahoma City, OK

UNIT
UIC/PAS CODE
MD

EMPLOYEE DATA

23. Veterans Preference

1 - None

2 - 5 Point

3 - 10 Point/Disability

4 - 10 Point/Compensable

5 - 10 Point/Other

6 - 10 Point/Compensable/30%

24. Tentative

10 - None

11 - Permanent

2 - Conditional

3 - Indefinite

25. Agency Use

26. Veterans Preference for RIF

YES

NO

27. FEGLI

28. Annuity Indicator

29. Pay Rate Determinant

30. Retirement Plan

31. Service Comp. Data (Leave)

32. Work Schedule

33. Part Time Hours Per

Biweekly Pay Period

POSITION DATA

34. Position Occupied

1 - Competitive Service

2 - Excepted Service

3 - SES General

4 - SES Career Reserved

35. FLSA Category

E - Exempt

N - Nonexempt

36. Appropriation Code

37. Bargaining Unit Status

38. Duty Station Code

39. Duty Station (City - County - State or Overseas Location)

Actual Location of position

40. Agency Data	41.	42.	43.	44.
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship
				1 - USA 8 - Other
				50. Veterans Status
				51. Supervisory Status

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature

Approval Date

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OVER

Editions Prior to 7/91 Are Not Usable After 6/30/93
NSN 7540-01-333-6239
USAPPC V1 10

SF 52 (Revised)

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ Yes☐ No

Supervisor's Remarks: (Reason for Extension)

PART E - Employee Resignation/Retirement**PRIVACY ACT STATEMENT**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue

regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reason for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, Zip Code)
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PART 5 - Remarks for SF 50

Standard Form 52-B
Rev. 7/91
U.S. Office of Personnel Management
FPM Supp. 296-33, Subch. 3

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

1. Action Requested
Detail NTE 120 days

2. Request Number

3. Personal Information Call (Name and Telephone Number)
Telephone Number

4. Proposed Effective Date
MM-DD-YY

5. Action Requested By (Typed Name, Title, Signature, and Request Date)
(First Line Supervisor)
Name, Title, Signature, Extension, Date

6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)
(Second Line Supervisor)
Name, Title, Signature, Extension, Date

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

7. Name (Last, First, Middle)
Doe, John Told

2. Social Security Number
000-00-0000

3. Date of Birth
MM-DD-YY

4. Effective Date

FIRST ACTION

SECOND ACTION

5-A. Code

6-A. Code

5-C. Code

6-C. Code

5-E. Code

6-E. Code

7. FROM: Position Title and Number

15. TO: Position Title and Number

Secretary (OA) -
70023000

Military Personnel Clerk
R9581000

8. Pay Plan GS	9. Grade or Level 0318	10. Grade or Level 05	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan GS	17. Grade or Level 0204	18. Grade or Level 05	19. Step or Rate	20. Total Salary	21. Pay Basis
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay				

14. Name and Location of Person's Organization

22. Name and Location of Person's Organization

OKARNG
Oklahoma City, OK
UNIT
UIC/PAS CODE
MD

OKARNG
Oklahoma City, OK
UNIT
UIC/PAS CODE
MD

EMPLOYEE DATA

23. Veterans Preference
1 - None
2 - 5-Point
3 - 10-Point/Disability
4 - 10-Point/Compensable
5 - 10-Point/Other
6 - 10-Point/Compensable/20%

24. Tenure
1 - Permanent
2 - Conditional
3 - Indefinite
25. Agency Use
26. Veterans Preference for RIF
YES NO

27. FEGLI
28. Annuity Indicator
29. Pay Rate Determinant

30. Retirement Plan
31. Service Comp. Data (Leave)
32. Work Schedule
33. Part Time Hours Per
Biweekly Pay Period

POSITION DATA

34. Position Occupied
1 - Competitive Service
2 - Excepted Service
3 - SES General
4 - SES Career Reserved
35. FLSA Category
E - Exempt
N - Nonexempt
36. Appropriation Code
37. Bargaining Unit Status

38. Duty Station Code
39. Duty Station (City - County - State or Overseas Location)
Actual Location of position

40. Agency Data	41.	42.	43.	44.	45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA 0 - Other	50. Veterans Status	51. Supervisory Status
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PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
			F.		

Signature Approval Date

CONTINUED ON REVERSE SIDE
50118

OVER

Editions Prior to 7/91 Are Not Usable After 6/30/93
NSN 7540-01-333-6239
USAPPC V1 10

SF 52 (Reverse)

PART D – Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state those facts on a separate sheet and attach to SF 52.)

☐ Yes☐ No

Supervisor's Remarks: (Reason for Detail)

PART E – Employee Resignation/Retirement**PRIVACY ACT STATEMENT**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize DPM and agencies to issue

regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reason for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day – midnight – unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, Zip Code)
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PART 5 – Remarks for SF 50

Standard Form 52-8
Rev. 7/91
U.S. Office of Personnel Management
FPM Supp. 296-33, Subch. 3

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Use complete Part A, Items 1, 7-22, 32, 33, 36 and 39.)

1. Actions Requested
Extension of Detail NTE 120 days

2. Request Number

3. Personal Information Call (Name and Telephone Number)

Telephone Number

4. Proposed Effective Date

MM-DD-YY

5. Action Requested By (Typed Name, Title, Signature, and Request Date)

(First Line Supervisor)
Name, Title, Signature, Extension, Date

6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)

(Second Line Supervisor)
Name, Title, Signature, Extension, Date

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 282-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)

Doe, John Told

2. Social Security Number

000-00-0000

3. Date of Birth

MM-DD-YY

4. Effective Date

FIRST ACTION

5-A. Code

5-C. Code

5-E. Code

SECOND ACTION

6-A. Code

6-C. Code

6-E. Code

7. FROM: Position Title and Number

Secretary (OA)

70023000

15. TO: Position Title and Number

Military Personnel Technician

R9587000

8. Pay Plan

GS

9. Org. Code

0318

10. Grade or Level

05

11. Step or Rate

12. Total Salary

16. Pay Plan

GS

17. Org. Code

0204

18. Grade or Level

05

19. Step or Rate

20. Total Salary

21. Pay Item

12A. Basic Pay

12B. Locality Adj.

12C. Adj. Basic Pay

12D. Other Pay

20A. Basic Pay

20B. Locality Adj.

20C. Adj. Basic Pay

20D. Other Pay

14. Name and Location of Position's Organization

OKARNG
Oklahoma City, OK

UNIT
UIC/PAS CODE
MD

22. Name and Location of Position's Organization

OKARNG
Oklahoma City, OK

UNIT
UIC/PAS CODE
MD

EMPLOYEE DATA

23. Veterans Preference

1. None

2. 5-Point

3. 10-Point/Disability

4. 10-Point/Compensable

5. 10-Point/Other

6. 10-Point/Compensable/30%

24. Tenure

D - None

1 - Permanent

2 - Conditional

3 - Indefinite

25. Agency Use

YES

NO

26. Veterans Preference for RIF

YES

NO

27. FEGLI

28. Annuity Indicator

29. Pay Rate Determinant

30. Retirement Plan

31. Service Comp. Data (Leave)

32. Work Schedule

33. Part Time Hours Per

Biweekly

Pay Period

POSITION DATA

34. Position Occupied

1 - Competitive Service

2 - Excepted Service

3 - SES General

4 - SES Career Reserved

35. FLSA Category

E - Exempt

N - Nonexempt

36. Appropriation Code

37. Bargaining Unit Status

38. Duty Station Code

39. Duty Station (City - County - State or Overseas Location)

Actual Location of position

40. Agency Data

41.

42.

43.

44.

45. Educational Level

46. Year Degree Attained

47. Academic Discipline

48. Functional Class

49. Citizenship

1 - USA 2 - Other

50. Veterans Status

51. Supervisory Status

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Official/Function

Initials/Signature

Date

Official/Function

Initials/Signature

Date

A.

D.

B.

E.

F.

Signature

Approval Date

I, Approver, certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

CONTINUED ON REVERSE SIDE
52-118

OVER

Editions Prior to 7/91 Are Not Usable After 6/30/93
NSN 7540-01-333-6239
USAPPC V1.10

SF 52 (Revised)

PART D - Remarks by Requesting Office

Note to Supervisor: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state those facts on a separate sheet and attach to SF 52.

☐ Yes☐ No

Supervisor's Remarks: (Reason for Extension of Detail)

PART E - Employee Resignation/Retirement**PRIVACY ACT STATEMENT**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize DPM and agencies to issue

regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of these documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reason for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, Zip Code)
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PART 5 - Remarks for SF 50

Standard Form 52-8
Rev. 7/91
U.S. Office of Personnel Management
FPM Supp. 296-33, Subch. 3

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, items 1, 7-22, 32, 33, 36 and 39.)

1. Actions Requested
Reassignment

2. Request Number

3. Additional Information Call (Name and Telephone Number)

. Telephone Number

4. Proposed Effective Date

MM-DD-YY

5. Action Requested By (Typed Name, Title, Signature, and Request Date)

(First Line Supervisor)

Name, Title, Signature, Extension, Date

6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)

(Second Line Supervisor)

Name, Title, Signature, Extension, Date

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)

Doe, John Told

2. Social Security Number

000-00-0000

3. Date of Birth

MM-DD-YY

4. Effective Date

FIRST ACTION

5-A. Code

5-B. Nature of Action

SECOND ACTION

6-A. Code

6-B. Nature of Action

5-C. Code

5-D. Legal Authority

6-C. Code

6-D. Legal Authority

5-E. Code

5-F. Legal Authority

6-E. Code

6-F. Legal Authority

7. FROM: Position Title and Number

Secretary (OA)

70023000

15. TO: Position Title and Number

Secretary (OA)

70023000

8. Pay Plan

GS

9. Inc. Code

0318

10. Grade or Level

05

11. Step or Rate

12. Total Salary

13. Pay Base

16. Pay Plan

GS

17. Inc. Code

0318

18. Grade or Level

05

19. Step or Rate

20. Total Salary/Amount

21. Pay Base

12A. Basic Pay

12B. Locality Adj.

12C. A4. Basic Pay

12D. Other Pay

20A. Basic Pay

20B. Locality Adj.

20C. A4. Basic Pay

20D. Other Pay

14. Name and Location of Position's Organization

OKARNG
Oklahoma City, OKUNIT
UIC/PAS CODE
MD

22. Name and Location of Position's Organization

OKARNG
Oklahoma City, OKUNIT
UIC/PAS CODE
MD

EMPLOYEE DATA

23. Veterans Preference

1 - None

2 - 5-Point

3 - 10-Point/Disability

4 - 10-Point/Compensable

5 - 10-Point/Other

6 - 10-Point/Compensable/20%

24. Tenure

0 - None

1 - Permanent

2 - Conditional

3 - Indefinite

25. Agency Use

26. Veterans Preference for RIF

YES

NO

27. FEGLI

28. Annuity Indicator

29. Pay Ratio Determinant

30. Retirement Plan

31. Service Comp. Date/Level

32. Work Schedule

33. Part Time Hours Per

Biweekly Pay Period

POSITION DATA

34. Position Occupied

1 - Competitive Service

2 - Excepted Service

3 - SES General

4 - SES Career Reserved

35. FLSA Category

E - Exempt

N - Nonexempt

36. Appropriation Code

37. Bargaining Unit Status

38. Duty Station Code

39. Duty Station (City - County - State or Overseas Location)

Actual Location of position

40. Agency Data

41.

42.

43.

44.

45. Educational Level

46. Year Degree Attained

47. Academic Discipline

48. Functional Class

49. Citizenship

1 - USA 0 - Other

50. Veterans Status

51. Supervisory Status

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function

Initials/Signature

Date

Office/Function

Initials/Signature

Date

A.

D.

B.

E.

C.

F.

I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature

Approval Date

CONTINUED ON REVERSE SIDE
50118

OVER

Editions Prior to 7/91 Are Not Usable After 6/30/93
NSN 7540-01-333-6239
USAPPC V1.10

SF 52 (Reverse)

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ Yes☐ No**Supervisor's Remarks:**

If selected from a certificate, the concur statement is not necessary, but does receive the military assignment information on position.

I concur with this reassignment.

Signature of Technician/Date

PART E - Employee Resignation/Retirement**PRIVACY ACT STATEMENT**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue

regulations with regard to employment of individuals in the Federal service and their records; while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of these documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reason for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, Zip Code)
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PART 5 - Remarks for SF 50

Standard Form 52-8
Rev. 7/91
U.S. Office of Personnel Management
FPM Supp. 296.33, Subch. 3

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, items 1, 7-22, 32, 33, 35 and 38.)

1. Action Requested
Change to Lower Grade

2. Request Number

3. Personal Information Call (Name and Telephone Number)
Telephone Number

4. Proposed Effective Date
MM-DD-YY

5. Action Requested By (Typed Name, Title, Signature, and Request Date)

6. First Line Supervisor

Name, Title, Signature, Extension, Date

6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)

(Second Line Supervisor)

Name, Title, Signature, Extension, Date

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

7. Name (Last, First, Middle)
Smith, Jane Mary

2. Social Security Number

111-11-1111

3. Date of Birth

MM-DD-YY

4. Effective Date

FIRST ACTION

5-A. Code

5-B. Nature of Action

SECOND ACTION

6-A. Code

6-B. Nature of Action

5-C. Code

5-D. Legal Authority

6-C. Code

6-D. Legal Authority

5-E. Code

5-F. Legal Authority

6-E. Code

6-F. Legal Authority

7. FROM: Position Title and Number

Welder, R00000000

15. TO: Position Title and Number

Welder, R00000000

8. Pay Plan

WG

9. Loc. Code

3703

10. Grade or Level

11

11. Step or Rate

12. Total Salary

13. Pay Basis

14. Pay Plan

WG

15. Loc. Code

3703

16. Grade or Level

10

17. Step or Rate

18. Total Salary

19. Pay Basis

20. Pay Plan

21. Loc. Code

22. Grade or Level

23. Step or Rate

24. Total Salary

25. Pay Basis

12A. Basic Pay

12B. Locality Adj.

12C. Adj. Basic Pay

12D. Other Pay

20A. Basic Pay

20B. Locality Adj.

20C. Adj. Basic Pay

20D. Other Pay

14. Name and Location of Position's Organization

OKANG
Oklahoma City, OK

UNIT
UIC/PAS CODE
MD

22. Name and Location of Position's Organization

OKANG
Oklahoma City, OK

UNIT
UIC/PAS CODE
MD

EMPLOYEE DATA

23. Veterans Preference

1 - None

2 - 5-Point

3 - 10-Point/Disability

4 - 10-Point/Compensable

5 - 10-Point/Other

6 - 10-Point/Compensable/30%

24. Tenure

10 - None

1 - Permanent

2 - Conditional

3 - Indefinite

25. Agency Use

26. Veterans Preference for RF

YES

NO

27. FEGLI

28. Annuity Indicator

29. Pay Rate Determinant

30. Retirement Plan

31. Service Comp. Date Received

32. Work Schedule

33. Part Time Hours Per

Biweekly

Pay Period

POSITION DATA

34. Position Occupied

1 - Competitive Service

2 - Excepted Service

3 - SES General

4 - SES Career Reserved

35. FLSA Category

E - Exempt

M - Nonexempt

36. Appropriation Code

37. Bargaining Unit Status

38. Duty Station Code

39. Duty Station (City - County - State or Overseas Location)

Actual Location of position

40. Agency Data

41.

42.

43.

44.

45. Educational Level

46. Year Degree Attained

47. Academic Discipline

48. Functional Class

49. Citizenship

1 - USA 8 - Other

50. Veterans Status

51. Supervisory Status

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function

Initials/Signature

Date

Office/Function

Initials/Signature

Date

A.

D.

B.

E.

F.

Signature

Approval Date

I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

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Editions Prior to 7/91 Are Not Usable After 6/30/93
NSN 7540-01-333-6239
USAPPC V1.10

SF 52 (Reverse)

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ Yes☐ No

Supervisor's Remarks: (Reason for Change to Lower Grade)

I concur/nonconcur with this change to lower grade.

(Technician's Signature/Date)

PART E - Employee Resignation/Retirement**PRIVACY ACT STATEMENT**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize DPM and agencies to issue

regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of these documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reason for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, Zip Code)
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PART 5 - Remarks for SF 50

Standard Form 52-8

Rev. 7/91

U.S. Office of Personnel Management
FPM, Supp. 296-33, Subch. 3

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 35 and 39.)

Actions Requested
Retirement/Resignation

2. Request Number

Personal Information Call (Name and Telephone Number)
Telephone Number4. Proposed Effective Date
MM-DD-YY

5. Action Requested By (Typed Name, Title, Signature, and Request Date)

(First Line Supervisor)
Name, Title, Signature, Extension, Date

6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)

(Second Line Supervisor)
Name, Title, Signature, Extension, Date

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)
Doe, John Told2. Social Security Number
000-00-00003. Date of Birth
MM-DD-YY

4. Effective Date

FIRST ACTION

5-A. Code 5-B. Nature of Action

5-C. Code 5-D. Legal Authority

5-E. Code 5-F. Legal Authority

SECOND ACTION

6-A. Code 6-B. Nature of Action

6-C. Code 6-D. Legal Authority

6-E. Code 6-F. Legal Authority

7. FROM: Position Title and Number

Secretary (OA)
70023000

15. TO: Position Title and Number

8. Pay Plan GS	9. Doc. Code 0318	10. Grade or Level 05	11. Step or Rate	12. Total Salary	13. Pay Band	16. Pay Plan	17. Doc. Code	18. Grade or Level	19. Step or Rate	20. Total Salary	21. Pay Band
124. Basic Pay	125. Locality Adj.	126. Ad. Basic Pay	127. Other Pay	204. Basic Pay	205. Locality Adj.	206. Ad. Basic Pay	207. Other Pay				

14. Name and Location of Position's Organization

OKARNG
Ma City, OKUNIT
UIC/PAS CODE
MD

22. Name and Location of Position's Organization

EMPLOYEE DATA

23. Veterans Preference

1 - None
2 - 5-Point3 - 10-Point/Disability
4 - 10-Point/Compensable5 - 10-Point/Other
6 - 10-Point/Compensable/30%

24. Tenure

0 - None
1 - Permanent
2 - Conditional
3 - Indefinite

25. Agency Use

26. Veterans Preference for RIF

YES NO

27. FEGLI

28. Annuity Indicator

29. Pay Rate Determinant

30. Retirement Plan

31. Service Comp. Date (Leave)

32. Work Schedule

33. Part Time Hours Per
Biweekly
Pay Period

POSITION DATA

34. Position Occupied

1 - Competitive Service
2 - Excepted Service3 - SES General
4 - SES Career Reserved

35. FLSA Category

E - Exempt
N - Nonexempt

36. Appropriation Code

37. Bargaining Unit Status

38. Duty Station Code

39. Duty Station (City - County - State or Overseas Location)
Actual Location of position

40. Agency Data	41.	42.	43.	44.		
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA 0 - Other	50. Veterans Status	51. Supervisory Status

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		
Signature			Approval Date		

I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

CONTINUED ON REVERSE SIDE
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OVER

Editions Prior to 7/91 Are Not Usable After 6/30/93
NSN 7540-01-333-6239
USAPPC V1.10

SF 52 (Reverse)

PART D - Remarks by Requesting Office

Write to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ Yes☐ No

Supervisor's Remarks: Reason for Resignation or Retirement

PART E - Employee Resignation/Retirement**PRIVACY ACT STATEMENT**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue

regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1 Reason for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

Employee Remark: Reason for resignation or retirement.

2. Effective Date MM-DD-YY	3. Your Signature	4. Date Signed MM-DD-YY	5. Forwarding Address (Number, Street, City, State, Zip Code) EMPLOYEE'S FORWARDING ADDRESS
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PART 5 - Remarks for SF 50

Standard Form 52-B
Rev. 7-91
U.S. Office of Personnel Management
FPM Supp. 296-33, Subch. 3

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

1. Action Requested
Termination

2. Request Number

3. Personal Information Call (Name and Telephone Number)
Telephone Number

4. Proposed Effective Date
MM-DD-YY

5. Action Requested By (Typed Name, Title, Signature, and Request Date)
(First Line Supervisor)
Name, Title, Signature, Extension, Date

6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)
(Second Line Supervisor)
Name, Title, Signature, Extension, Date

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

7. Name (Last, First, Middle)
Doe, John Told

2. Social Security Number
000-00-0000

3. Date of Birth
MM-DD-YY

4. Effective Date

FIRST ACTION

5-A. Code

5-B. Nature of Action

5-C. Code

5-D. Legal Authority

5-E. Code

5-F. Legal Authority

SECOND ACTION

6-A. Code

6-B. Nature of Action

6-C. Code

6-D. Legal Authority

6-E. Code

6-F. Legal Authority

7. FROM: Position Title and Number
Secretary (OA)
70023000

15. TO: Position Title and Number

8. Pay Plan GS	9. Grade Code 0318	10. Grade or Level 05	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Grade Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Hourly	21. Pay Basis
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12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay
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14. Name and Location of Position's Organization

OK ARNG
ma City, OK

UNIT
UIC/PAS CODE
MD

22. Name and Location of Position's Organization

EMPLOYEE DATA

23. Veterans Preference

1 - None
2 - 5-Point

3 - 10-Point/Disability
4 - 10-Point/Compensable

5 - 10-Point/Other
6 - 10-Point/Compensable/DO%

24. Tenure

0 - None
1 - Permanent

2 - Conditional
3 - Indefinite

25. Agency Use

26. Veterans Preference for RIF

YES NO

27. FEGLI

28. Annuity Indicator

29. Pay Rate Determinant

30. Retirement Plan

31. Service Comp. Date (Leave)

32. Work Schedule

33. Part Time Hours Per

Biweekly

Pay Period

POSITION DATA

34. Position Occupied

1 - Competitive Service
2 - Excepted Service

3 - SES General
4 - SES Career Reserved

35. FLSA Category

E - Exempt
N - Nonexempt

36. Appropriation Code

37. Bargaining Unit Status

38. Duty Station Code

39. Duty Station (City - County - State or Overseas Location)
Actual Location of position

40. Agency Data	41.	42.	43.	44.
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45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship	50. Veterans Status	51. Supervisory Status
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1 - USA 8 - Other

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
E.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature

Approval Date

CONTINUED ON REVERSE SIDE
52-118

OVER

Editions Prior to 7/91 Are Not Usable After 6/30/93
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SF 52 (Revised)

PART D - Remarks by Requesting Office

Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.

☐ Yes☐ No

Supervisor's Remarks: Reason for Termination

PART E - Employee Resignation/Retirement**PRIVACY ACT STATEMENT**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue

regulations with regard to employment of individuals in the Federal service and their records; while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of these documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1 Reason for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, Zip Code)
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PART 5 - Remarks for SF 50